



Defense Travel System

DTS DTA Guide to Establishing LOAs and Budgets for the New Fiscal Year

(FY 04 to FY 05)

Version 2.0

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Revision History

Date	Revision Number	Authorization	Revision/Change Description	Page, Section
07/16/2004	2	Dave French	Update document with current Fiscal Year procedures	Entire document

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1 Purpose

The purpose of this document is to provide an overview of the upcoming fiscal year changeover process for local Finance Defense Travel Administration (FDTA). This includes Lines of Accounting (LOAs) rollover and copy functions, as well as setting up associated budgets for the new fiscal year.

1.1 Reference Materials

The following references contain additional information on the fiscal year rollover process:

Document	Available From
DTS Defense Travel Administration Guide (Manual)	www.defensetravel.osd.mil (Training section – DTA Guide)
DTS Financial Field Procedures Guide	www.defensetravel.osd.mil (Document Library section)
DTS DTA Guide to Processing Authorizations for the New Fiscal Year (FY 04 to FY 05)	www.defensetravel.osd.mil (Document Library section)

2 Overview

During the organizational setup process, the Finance DTA (FDTA) establishes LOAs and corresponding budgets, and then maintains them with the DTA Maintenance Tool and maintains the associated budget items in the DTS Budget Module. Every fiscal year, elements in the LOAs (and corresponding budget item(s)) require modifications to reflect the new fiscal year. The LOA rollover and copy functions in the DTS DTA Maintenance application, provide an FDTA user with a set of automated tools to facilitate the creation, addition, or deletion of LOAs for the fiscal year rollover activities.

The FDTA identifies the LOA(s) that will be retained for the new fiscal year. Creating new LOAs causes the automatic creation of an associated budget item within the budget module. After the FDTA identifies the LOA(s), the FDTA determines which method (rollover or copy) will be used to create the LOA to the new fiscal year. The Fiscal Year Rollover feature should be used for LOAs when the only data element(s) that must be changed for the new fiscal year are the fiscal and/or program year values. Refer to section 3.1 for Default rollover of the Fiscal/Program Year elements. A new feature allows the FDTA to customize the default rules to Fiscal/Program Year elements for XX, null, and other fiscal year values (see section 3.2). For LOAs that require changes to fields other than Fiscal/Program Year elements values, the FDTA should use the Copy functions (see section 4).

If the FDTA has previously defined a default LOA for travelers in the organization, *the FDTA must change* the default LOA in the travelers' profiles to reflect the new LOA. Otherwise, the travelers' documents for the new fiscal year could result in an incorrect accounting action.

3 Fiscal Year Rollover Feature

The Fiscal Year Rollover function provides users with the following capabilities:

1. Default Rules automatically update fiscal and program elements in each LOA to a designated fiscal year value based on a default set of roll-over rules defined for each LOA format map. *Note: All other data elements within the LOA will be copied exactly into the new LOA. For example, if FY = 04, it will rollover to FY = 05; FY = 2004 will rollover to FY = 2005 etc. **Default rules can be customized. (see section 3.2).*** The following table shows the fiscal/program year elements the program automatically updates for the current format maps under the default rules format:

Format Map	Elements That Will be Updated and the Default Rules Defining the Rollover Action
AF 2, 9/29/2003	<p>Account 2: FY (1 char)</p> <p>Account 3: PY (1 char)</p> <p>All non-empty (FY and PY) elements are rolled to new fiscal year</p> <p>Empty (null) values for Air Force PY remain empty in future year LOA, and empty FY elements are not replaced with New Fiscal Year values</p> <p>Account 2: FY (1 char) equal to X will not be replaced with New FY value</p> <p>A Fiscal year (FY) element with a value less than the corresponding Program Year (PY) element is not replaced with new FY value</p>
ARMY 3, 6/6/2003	<p>Account 2: FY (4 chars)</p> <p>Account 2: PY (1 char)</p> <p>All non-empty (FY and PY) elements are rolled to new fiscal year</p> <p>Empty (null) values for Army PY and FY elements are not replaced with New PY and FY value</p> <p>Account 2: FY (4 chars) equal to XXXX will not be replaced with New FY value</p>
DBMS 1, 8/1/2001	<p>Account 2: FY (4 chars)</p> <p>All non-empty FY elements are rolled to new fiscal year</p> <p>Empty (null) values for DBMS FY elements</p>

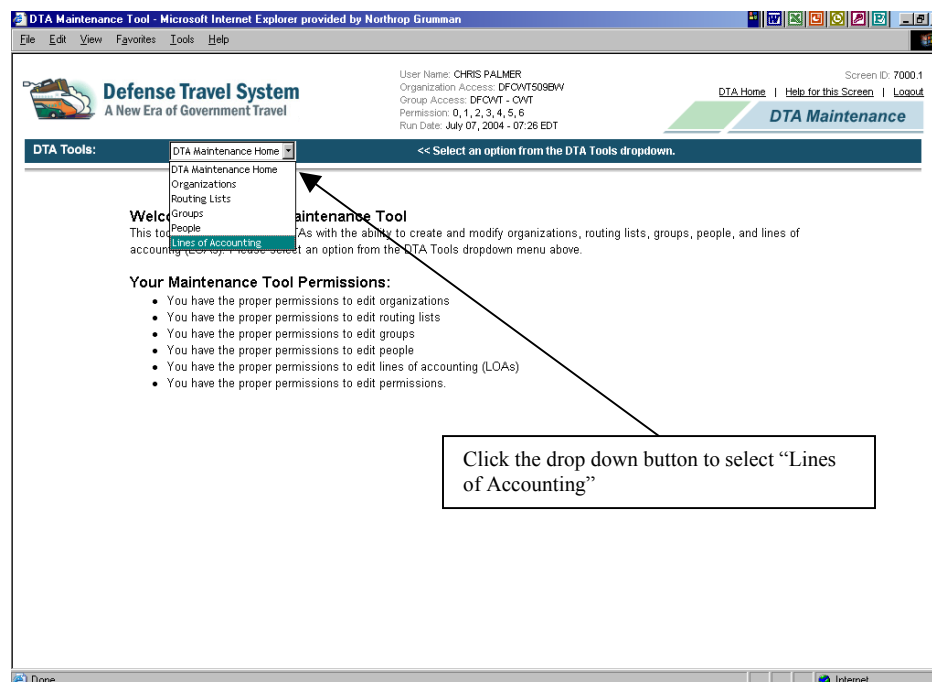
Format Map	Elements That Will be Updated and the Default Rules Defining the Rollover Action
	<p>are not replaced with New FY value</p> <p>Account 2: FY (4 chars) equal to XXXX will not be replaced with New FY value</p>
MC 1, 8/1/2001	<p>Account 2: FY (2 chars)</p> <p>Account 2: PY (2 chars)</p> <p>All non-empty FY, PY elements are rolled to new fiscal year</p> <p>Empty (null) values for MC FY elements are not replaced with New FY value</p> <p>Account 2: FY (2 chars) equal to XX will not be replaced with New FY value</p>
NAVY1, 8/1/2001	<p>Account 2: DFY (2 chars)</p> <p>Account 3: BFY (1 char)</p> <p>Account 3: EFY (1 char)</p> <p>All non-empty (DFY, EFY and BFY) elements are rolled to new fiscal year</p> <p>Empty (null) values for Navy DFY, EFY and BFY elements are not replaced with New DFY, EFY, BFY value</p> <p>Account 2: DFY (2 chars) equal to XX will not be replaced with New DFY value</p>
WAAS 1, 8/7/2002	<p>Account 2: FY (4 chars)</p> <p>All non-empty FY elements are rolled to new fiscal year</p> <p>Empty (null) values for WAAS FY elements are not replaced with New FY value</p> <p>Account 2: FY (4 chars) equal to XXXX will not be replaced with New FY value</p>
EBiz 2, 2/20/2003	<p>Account 2: FY (4 chars)</p> <p>All non-empty FY elements are rolled to new fiscal year</p> <p>Empty (null) values for Ebiz FY elements are not replaced with New FY value</p>

Format Map	Elements That Will be Updated and the Default Rules Defining the Rollover Action
	Account 2: FY (4 chars) equal to XXXX will not be replaced with New FY value
SAP1, 3/10/2004	<p>Account 2: DFY (2 chars)</p> <p>Account 3: BFY (1 char)</p> <p>Account 3: EFY (1 char)</p> <p>All non-empty DFY, BFY, EFY elements are rolled to new fiscal year</p> <p>Empty (null) values for SAP1 DFY, BFY, EFY elements are not replaced with New DFY, BFY, EFY value</p> <p>Account 2: DFY (2 chars) equal to XX will not be replaced with New DFY value</p>

- Custom Rules allow users to modify Fiscal/Program Year Account elements used from the default rule set by choosing Custom rules. Custom rules can apply to one or more LOA(s). Once the user has modified the LOA elements to be rolled over, DTS will automatically update Fiscal/ Program year elements in each LOA with a selected fiscal year value. *Note: All other data elements within the LOA will be copied exactly into the new LOA. See section 3.2 for the specifics of the customization process.*

3.1 Steps to Use the Default Option to Rollover LOA(s)

- Access the DTA Maintenance Tool and select the **Lines of Accounting** option.



- The **Search Lines of Accounting** screen will be displayed. Use this screen to search for the LOAs that need to be rolled over and used in the new fiscal year.

DTA Maintenance Tool - Microsoft Internet Explorer provided by Northrop Grumman

Defense Travel System
A New Era of Government Travel

User Name: CHRIS PALMER
Organization Access: DFCWT509BWV
Group Access: DFCWT - CWT
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: July 07, 2004 - 07:29 EDT

DTA Tools: Lines of Accounting Search LOA(s) Create LOA(s)

Search Lines of Accounting

Label: (FY + LOA Name)
Format Map:
Organization Name: DFCWT509BWV
Unbudgeted LOA(s) Only: ☐
Include Sub-Organizations: ☒ [Search](#)

Place a check mark in the "Include Sub-Organization" box then click "Search" button

- Select all LOAs that should rollover by placing a checkmark next to the applicable LOA or by clicking the "select all" link. Then select the **Rollover Selected** button (on this page) to continue with the next screen.

DTA Maintenance Tool - Microsoft Internet Explorer provided by Northrop Grumman

Defense Travel System
A New Era of Government Travel

Group Access: DFCWT - CWT
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: July 20, 2004 - 09:59 EDT

DTA Tools: Lines of Accounting Search LOA(s) Create LOA(s)

Lines of Accounting (Search Results)

Organization Name: DFCWT509BWV
Include Sub-Organizations: Yes
Format Map:
Label: Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit	Organization Name	Label	Format Map
<input type="checkbox"/>	Update Copy	DFCWT509BWAS	05 a<script>	AF 2, 9/29/2003
<input type="checkbox"/>	Update Copy	DFCWT509BWASMSG	04 ADVANCEPARTY	AF 2, 9/29/2003
<input type="checkbox"/>	Update Copy	DFCWT509BWASMSG	04 EXERCISE	AF 2, 9/29/2003
<input type="checkbox"/>	Update Copy	DFCWT509BWASMSG	04 script	AF 2, 9/29/2003
<input type="checkbox"/>	Update Copy	DFCWT509BWASMSGCOM	04 EXERCISE	AF 2, 9/29/2003
<input type="checkbox"/>	Update Copy	DFCWT509BWASMSGCOM	05 EXERCISE	AF 2, 9/29/2003
<input type="checkbox"/>	Update Copy	DFCWT509BWASMSGENG	04 TRAINING	AF 2, 9/29/2003
<input type="checkbox"/>	Update Copy	DFCWT509BWASMSGENG	05 TRAINING	AF 2, 9/29/2003
<input type="checkbox"/>	Update Copy	DFCWT509BWASMSG SVC	04 GENERAL	AF 2, 9/29/2003
<input type="checkbox"/>	Update Copy	DFCWT509BWASMSG SVC	05 GENERAL	AF 2, 9/29/2003

[Select All](#) [Clear All](#)

[Delete Selected \(on this page\)](#) [Rollover Selected \(on this page\)](#)

1 - 10 of 10

If there are more than 10 LOA's you will be able to view all LOA's by using this scroll bar feature

Note: The LOA(s) to roll over are listed by organization, LOA label, and format map. The label is the only identification displayed in the list; the FDTA cannot view the

*complete data elements of the LOA in this feature. The FDTA should use the **Update** feature to view all data elements and verify the LOA as a candidate for rollover.*

- The screen for “**Rollover Line(s) of Accounting – Select Rules**” will be displayed. It will display the default rules for how DTS will complete the rollover process for the selected LOA(s). The FDTA will select the default method of rollover that will follow the rules displayed on the screen.

DTA Maintenance Tool - Microsoft Internet Explorer provided by Northrop Grumman

Defense Travel System
A New Era of Government Travel

User Name: CHRIS PALMER
Organization Access: DFCVNT509BWN
Group Access: DFCVNT - CVNT
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: July 07, 2004 - 07:33 EDT

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting Search LOA(s) | Create LOA(s)

Rollover Line(s) of Accounting - Select Rules

Selected Format Map	Default Rollover Element(s)	Default Rule(s)
AF 2, 9/29/2003	Account 2 FY Account 3 PY	Empty (null) values for Air Force PY and FY elements are not rolled over. All other non-empty (FY and PY) elements are rolled to new fiscal year. A Fiscal year (FY) element with a value less than the corresponding Program Year (PY) element is not rolled over. 'x' values for Air Force FY elements are not rolled over.

Select Rollover Rules:

☒ Use default rule(s)
☐ Use custom rule(s) defined for each LOA

[Continue](#) [Cancel](#)

Select “Use default rule(s)” then click the “Continue” button

5. The screen for **Rollover Line(s) of Accounting – Default Rules (New empty budget shell(s) will be created)** will be displayed. It will display the list of selected LOAs with the Organization Name, LOA Label, LOA Format Map, and the option to preview the New Fiscal Year LOA before rollover. In addition, there will be two input fields for Fiscal Year that must be populated before the preview, or the rollover option will function. Enter the new fiscal year for the LOA(s) and the empty budget shell(s). Select the Rollover Line(s) of Accounting button to execute the rollover function to generate the New Fiscal Year LOA(s) and empty budget shell(s).

DTA Maintenance Tool - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Defense Travel System
A New Era of Government Travel

User Name: Louis Theodore
Organization Access: HPM01
Group Access: HPM01 - HPM01
Permission: 0, 1, 2, 5, 6
Run Date: September 04, 2003 - 10:18 EDT

DTA Home | Help | Logout

DTA Maintenance

DTA Tools: Lines of Accounting Search LOA(s) Create LOA(s)

Rollover Line(s) of Accounting (New empty budget shell(s) will be created.) * Required

Rollover LOA(s) to Fiscal Year: 2004
Empty Budget Shell(s) Fiscal Year: 2004

Organization Name	Label	Format Map
HPM01	03 TRNG FEES	NAVY 1, 8/1/2001

Rollover Line(s) of Accounting Cancel

Required to provide fiscal year to be used for LOA and budget shell.

Start | Sent Items... | Help-Ful-Hin... | Defense Tra... | Defense Tra... | Document3-... | DTA Maint... | 10:23 AM

6. DTS will display a final confirm message that will allow you to cancel your actions for rollover up to this point.
7. If you are satisfied with your actions, click “Continue” to complete the roll-over process. If you erred, you must manually delete the LOA(s) and associated budget item(s) or manually edit the new LOA(s) and associated budget item(s).

DTA Maintenance Tool - Microsoft Internet Explorer provided by Northrop Grumman

File Edit View Favorites Tools Help

Defense Travel System
A New Era of Government Travel

User Name: CHRIS PALMER
Organization Access: DFCVTS06ENV
Group Access: DFCVTS - CVT
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: July 07, 2004 - 07:38 EDT

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting Search LOA(s) Create LOA(s)

Rollover Line(s) of Accounting - Confirm

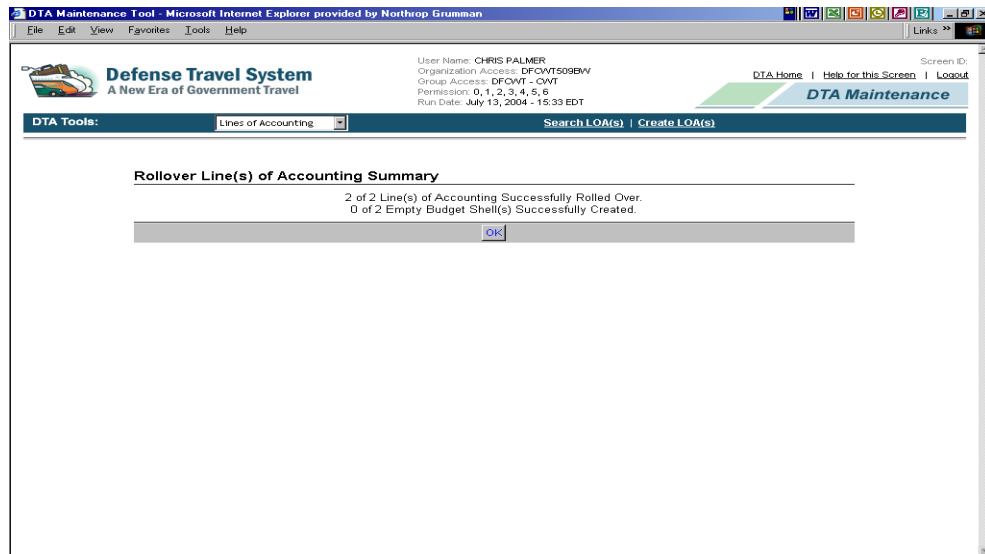
After the lines of accounting are rolled over into the new fiscal year, you will not have an option to systematically back out the changes through the DTS application. If changes are required after the rollover function is completed, modifications will have to be made individually to each LOA.

Would you like to continue with the rollover action or cancel and review your LOA rollover rules prior to executing the fiscal year rollover?

Continue Cancel

Done | Internet

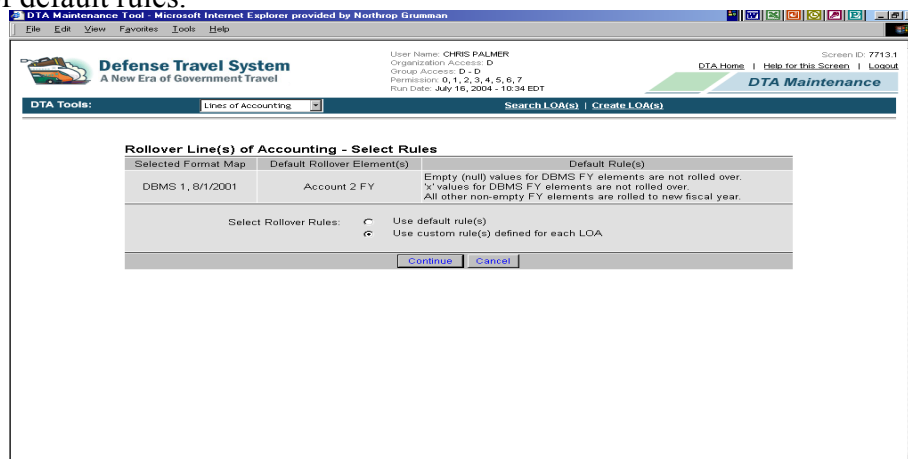
8. DTS will display a confirmation message that indicates the number of successful rollover LOA(s) and empty budget shell(s) created.



9. Proceed to section 5 to update the budget shell.

3.2 Steps to Use the Custom Option to Rollover LOA(s)

1. Refer to steps 1 – 4 in section 3.1; however, in step 4 select “Use Custom Rules” instead of default rules.



2. Populate the Rollover LOA and Empty Budget Shell(s) Fiscal Year boxes and click preview to view how the new LOA will be formatted.

DTA Maintenance Tool - Microsoft Internet Explorer provided by Northrop Grumman

Defense Travel System
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User Name: CHRIS PALMER
Organization Access: DFCWT509BW
Group Access: DFCWT - OMT
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: July 13, 2004 - 15:24 EDT

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting Search LOA(s) Create LOA(s)

Rollover Line(s) of Accounting - Custom Rules (New empty budget shell(s) will be created.) * Required

Rollover LOA(s) to Fiscal Year: 2005
Empty Budget Shell(s) Fiscal Year: 2005

Select Rollover Field(s)	Organization Name	Label	Format Map	Preview
<input type="checkbox"/> Account 2 FY (0)	DFCWT509BWASMSGCOM	04 EXERCISE	AF 2, 9/29/2003	Preview
<input type="checkbox"/> Account 3 PY (empty)				
<input type="checkbox"/> Account 2 FY (0)	DFCWT509BWASMSGENG	04 TRAINING	AF 2, 9/29/2003	Preview
<input type="checkbox"/> Account 3 PY (empty)				

[Rollover Line\(s\) of Accounting](#) [Cancel](#)

3. Scroll to the bottom of the preview window and close. *Note: You will not be able to edit the preview window.* Once the preview window is closed you will return to the rollover screen.

DTA Maintenance Tool - Microsoft Internet Explorer provided by Northrop Grumman

Screen ID: 7715.1
[Help for this Screen](#)

Format Map: AF 2, 9/29/2003
Organization Name: DFCWT509BWASMSGCOM

LOA Data Elements

Account 1	ADSN or DTST: * 665700 (6 or DTST)
	DTST Sub-field: (14)
Account 2	DEPT: 57 (2)
	TA: (2)
	FY: X (1)
	APPR: 2800 (4)
	SL: (4)
Account 3	FC: 20 (2)
	PY: (1)
Account 4	OAC: 78 (2)
	OBAN: 87 (2)
	RC/CC: 301130 (6)
	BA: 01 (2)
	BPAC: (6)
	CNC: (3)

4. Click “Rollover Line(s) of Accounting”.

DTA Maintenance Tool - Microsoft Internet Explorer provided by Northrop Grumman

User Name: CHRIS PALMER
Organization Access: DFCWT509BW
Group Access: DFCWT - CWT
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: July 13, 2004 - 15:24 EDT

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting Search LOA(s) Create LOA(s)

Rollover Line(s) of Accounting - Custom Rules (New empty budget shell(s) will be created.) * Required

Rollover LOA(s) to Fiscal Year: 2005

Empty Budget Shell(s) Fiscal Year: 2005

Select Rollover Field(s)	Organization Name	Label	Format Map	Preview
<input type="checkbox"/> Account 2 FY (X)	DFCWT509BWASMSGCOM	04 EXERCISE	AF 2, 9/29/2003	Preview
<input type="checkbox"/> Account 3 PY (empty)	DFCWT509BWASMSGENG	04 TRAINING	AF 2, 9/29/2003	Preview

[Rollover Line\(s\) of Accounting](#) [Cancel](#)

5. DTS will display a final confirm message that will allow you to cancel your actions for rollover up to this point.
6. If you are satisfied with your actions, click “Continue” to complete the rollover process. If you erred, you must manually delete the LOA(s) and associated budget item(s) or manually edit the new LOA(s) and associated budget item(s).

DTA Maintenance Tool - Microsoft Internet Explorer provided by Northrop Grumman

User Name: CHRIS PALMER
Organization Access: DFCWT509BW
Group Access: DFCWT - CWT
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: July 07, 2004 - 07:38 EDT

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting Search LOA(s) Create LOA(s)

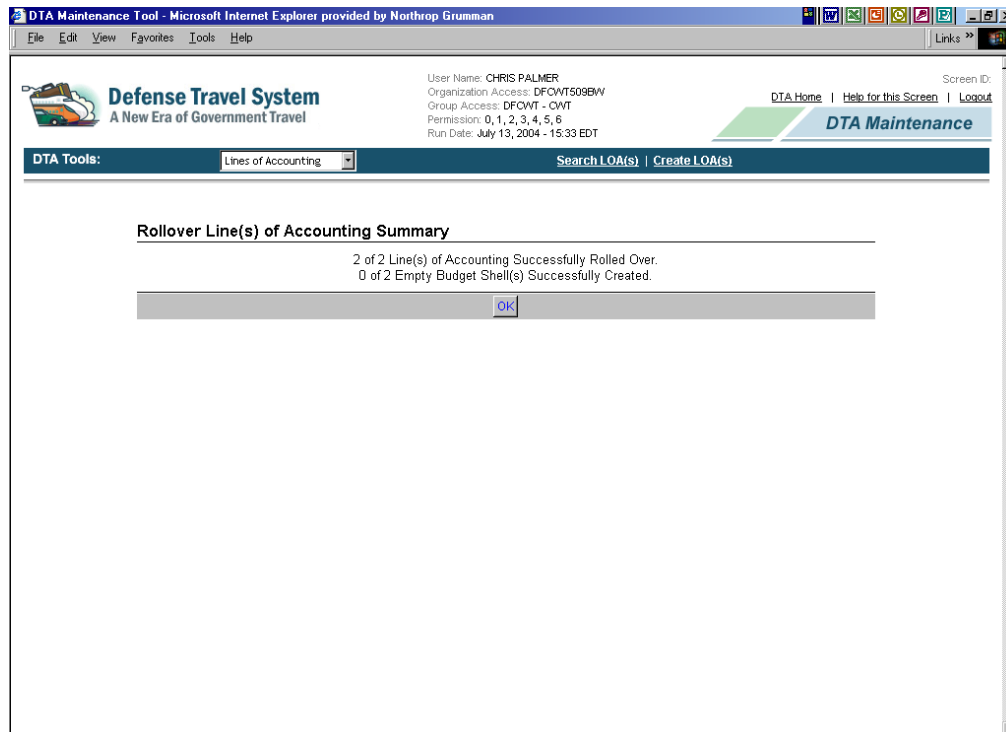
Rollover Line(s) of Accounting - Confirm

After the lines of accounting are rolled over into the new fiscal year, you will not have an option to systematically back out the changes through the DTS application. If changes are required after the rollover function is completed, modifications will have to be made individually to each LOA.

Would you like to continue with the rollover action or cancel and review your LOA rollover rules prior to executing the fiscal year rollover?

[Continue](#) [Cancel](#)

- Click “OK” on the validation of successfully rolled over LOA(s) and creation of Empty Budget Shells for the rolled over LOA(s).



- Proceed to section 5 to update the budget shell.

4 Copy LOA Feature

The FDTA should use the **Copy LOA** feature when data elements change from one fiscal year to another (i.e., changes that are in addition to Fiscal/Program year-related elements). *Note: If the only data elements that require change are related to the fiscal year, refer to section 3, Fiscal Year Rollover Feature.*

The LOA Copy function does the following:

- The program allows you to copy all of the elements of an existing LOA to create a new LOA for another fiscal year. This must be done on an individual basis – you can only copy one LOA at a time. *Note: This does not change the fiscal year-related elements in the LOA.*
- The screen will display the format layout and the elements from the existing LOA. The program allows you to name the LOA label used for the LOA and budget shell. The FDTA must change the data elements within the LOA, as necessary, to reflect any changes required for the new fiscal year.
- The program creates an empty budget shell for the new LOA with the same accounting elements. The FDTA will need to edit the new budget shell in the DTS Budget Module to add funding authority as determined by the Resource Management Office.

4.1 Steps to Create the LOA and Budget Shell When Using the Copy LOA Feature

1. Access the DTA Maintenance Tool and select the **Lines of Accounting** option.
2. The **Search Lines of Accounting** screen will be displayed. Use this screen to search for the LOAs needed in the new fiscal year.
3. Select the **Copy** button next to the LOA to create the new fiscal year LOA. This must be done on an individual basis—you can only copy one LOA at a time.
4. After selecting the **Copy** button, the **Copy Line of Accounting (A new empty budget shell will be created)** screen will be displayed. This screen displays the selected LOA data elements based on the Format Map, and the FDTA can then update the data elements.

The FDTA should check and update the following fields:

Field Label	Comments
Empty Budget Shell Fiscal Year *	Enter the 4-digit year for the new fiscal year.
LOA Fiscal Year* (under the heading “Label”)	This field will be pre-populated by default based on the selected LOA. You will need to enter the 2-digit year for the new fiscal year. This will be used as part of the label name.
LOA Name* (under the heading “Label”)	This field will be pre-populated by default based on the selected LOA using the label value. If the LOA name changes for the new LOA being created, then update this field.
Fiscal Year related elements (under the heading “LOA Data Elements”)	Update the necessary fiscal year-related elements (such as FY, PY, DFY, BFY, EFY) in the format map to reflect the new fiscal year. The copy function does not automatically rollover the values.
Remaining Data Elements (under the heading “LOA Data Elements”)	Make any other changes to the remaining data elements in the format map, as necessary.

* Denotes required field

5. Click the **Save Copied Line of Accounting** button to create the new fiscal year LOA and the empty budget shell for the corresponding new LOA.

DTA Maintenance Tool - Microsoft Internet Explorer

User Name: Louis Theodore
Organization Access: HPMO1
Group Access: HPMO1 - HPMO1
Permission: 0, 1, 2, 5, 6
Run Date: September 04, 2003 - 10:19 EDT

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DTA Home | Help | Logout

DTA Tools: Lines of Accounting Search LOA(s) Create LOA(s)

Copy Line of Accounting (A new empty budget shell will be created.) * Data Required

Format Map: NAVY 1, 8/1/2001
Organization Name: * HPMO1
Empty Budget Shell Fiscal Year: * (4 digit year)

Label

LOA Fiscal Year: * 03 (2 digit year)
LOA Name: * Navy

LOA Data Elements

Account	AAA or DTST	DTST Sub-field	(6 or DTST)	(14)
Account 1	045924			
Account 2	DEPT: 17 (2) TDPT: (2) DFY: 03 (2)			
Account 3	BFY: 2 (1) EFY: 2 (1) APPN: 1804 (4) SUBH: 70BA (4) OC: 0210 (4)			

Copy feature - after selecting "copy" on LOA search results screen. User then changes data elements as necessary and selects the "Save" button.

6. Proceed to section 5 to update the budget shell.

5 Update the Budget Shell After Creating New Fiscal Year LOAs from the Copy or Rollover Feature

5.1 Steps to Update Budget Shell (Budget Item Target(s))

1. Access the DTS Budget Module from Administrative drop-down menu on the DTS home page.
2. Select **Budget** to go to the main budget screen (screen ID 1135.1), Enter applicable fiscal year or organization in the search criteria: then click the **Show Budgets** button to display available budget item shell(s).

Budget List - Microsoft Internet Explorer

Logged In As: Alexander Addison
Traveler Name: Alexander Addison
Current Mode: Budget
Screen ID: 1135.1
Close Window
Help for this screen

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Budget | Availability | Reports | Fiscal Year | Setup

The following list shows the budgets and total budgeted amounts for the specified fiscal year and organization(s). To show budgets for other fiscal years, enter the year and click "Show Budgets." To show budgets for another organization, select the organization and click "Show Budgets." To create a new budget, click "Create Budget." To update the budgeted amounts or accounting code elements for a budget, click "edit." To remove a budget, click "remove."

Fiscal Year (YYYY): 2004
Organization: HPWO1

Show Budgets Create Budget

Enter applicable fiscal year and organization to bring up the appropriate budget shell

Edit	Remove	Organization	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
> edit	> remove	HPWO1	04 ONavy1	0	0	0	0	0
> edit	> remove	HPWO1	04 DEMO	0	0	0	0	0
> edit	> remove	HPWO1	04 Navy1	0	0	0	0	0
> edit	> remove	HPWO1	04 TRNG FEES	0	0	0	0	0

Blank budget shell is created from either the rollover or the copy feature. Select "edit" to input available funds.

Print Preview

Proceed to the following page: Budget Continue

- Look for the Budget item label(s) that was created during the rollover or copy process. Select the **Edit** link next to the Budget item label(s).
- The **Edit Budget Item** screen (screen ID 1134.1) will be displayed. Verify the section labeled **LOA Accounting Code Elements** to ensure the elements reflect the new fiscal year LOA that was created during the rollover or copy process. The section for **Amount Budgeted for Each Quarter** has a column that is labeled **Adjustment to Budgeted Amount**. This is the field for the budget target amounts. Typically, only the first quarter target can be loaded immediately after fiscal year rollover.

Use this screen to update the budgeted amounts for each fiscal quarter.

Organization:

Budget:

Enter the adjustment for each fiscal quarter. Negative amounts reduce the budgeted amount.

	Current Budgeted Amount	Adjustment to Budgeted Amount	Current Obligated Amount	Available Amount
First:	0	100000	0	0
Second:	0	0	0	0
Third:	0	0	0	0
Fourth:	0	0	0	0
Total:	0	0	0	0

DTS budgets are adjusted by expenses allocated by LOAs when a document is approved. Click on the link to select an existing Line of Accounting (LOA) to use for this budget, or enter the LOA Accounting Code Elements below.

[Copy an existing LOA to this budget](#)

ACCT1: <input type="text" value="060688^"/>	ACCT6: <input type="text" value="^^"/>
ACCT2: <input type="text" value="97^00^04^"/>	ACCT7: <input type="text" value=""/>
ACCT3: <input type="text" value="4^4^0130^188M^2100^"/>	ACCT8: <input type="text" value="^"/>
ACCT4: <input type="text" value="00018^0^060688^2D^"/>	ACCT9: <input type="text" value="^^"/>
ACCT5: <input type="text" value="N^00018^"/>	ACCT10: <input type="text" value="US^00018031111^AA^"/>

Close Save

Verify data elements in the LOA and input funds availability based on direction from resource manager.

5. Select the **Save** button to complete the process.
6. Repeat the process for each empty budget item shell(s) that was created during the rollover or copy process.

6 Creating a Tracking Budget Item for New Fiscal Year

To correctly fund and process trip documents that include travel that crosses the fiscal year (depart prior to 10/01/04 and return after 10/01/04), the FDFTA should use the DTS Budget Module to create a tracking budget item for the new fiscal year using the current year's LOA elements. For example, an FDFTA preparing for the FY 05 rollover would create a FY 05 budget item for the FY 04 LOA.

Note: This tracking item must be prepared for FY 04 LOAs used on documents processed in FY 05. If not created, when the next amendment or voucher is approved, DTS will unfund the FY 04 Budget item and create an UNBUDGETED FY 05 Budget item for the organization. This will occur at approval by the Authorizing Official, permission level 2.

Steps to Create Tracking Budget Item for New Fiscal Year

1. Access the DTS Budget Module from Administrative drop-down menu on the DTS home page.

2. Select **Budget** to go to the main budget screen (screen ID 1135.1). Enter the new fiscal year and applicable organization, and select the **Create Budget** option.

Budget List - Microsoft Internet Explorer

Logged In As: Mary Zarconia
Traveler Name: Mary Zarconia
Current Mode: Budget
Screen ID: 1135.1
[Close Window](#)
[Help for this screen](#)

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Budget Availability Reports Fiscal Year Setup

Budget

The following list shows the budgets and total budgeted amounts for the specified fiscal year and organization(s). To show budgets for other fiscal years, enter the year and click "Show Budgets." To show budgets for another organization, select the organization and click "Show Budgets." To create a new budget, click "Create Budget." To update the budgeted amounts or accounting code elements for a budget, click "edit." To remove a budget, click "remove."

Fiscal Year (YYYY): 2004
Organization: HPWO2

[Show Budgets](#) [Create Budget](#)

Enter applicable fiscal year and organization

Edit	Remove	Organization	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
> edit	> remove	HPWO2	03 Crossover	30,000	30,000	30,000	30,000	120,000
> edit	> remove	HPWO2	03 DEMO	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
> edit	> remove	HPWO2	03GENERAL	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
> edit	> remove	HPWO2	03TRAINING	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
> edit	> remove	HPWO2	04 Crossover	30,000	30,000	30,000	30,000	120,000
> edit	> remove	HPWO2	Crossover	10,000	0	0	0	10,000
> edit	> remove	HPWO2	UNBUDGETED	0	0	0	0	0
> edit	> remove	HPWO2	WILD	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000

[Print Preview](#)

Start | Prep for FY Rollo... | Defense Travel S... | Defense Travel S... | Budget List - Mi... | 2:19 PM

3. In the **Create Budget Item** screen, input a budget label for the new tracking budget. For example, if the budget item label for FY04 funding was “04 Admin”, the FDTA could use “04 Admin” to track the funds in the new fiscal year budget (FY05).

Select an organization and enter a name for the new budget.

Organization:

Budget:

Enter amounts budgeted for each quarter.

	Total Amount	Adjustment	Obligated	Available
First:	<input type="text" value="10,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Second:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Third:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Fourth:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

DTS budgets are adjusted by expenses allocated by LOAs when a document is approved. Click on the link to select an existing Line of Accounting (LOA) to use for this budget, or enter the LOA Accounting Code Elements below.

LOA Accounting Code Elements

[Copy an existing LOA to this budget](#) ← **Step 4.**

ACCT1: <input type="text" value="028113^"/>	ACCT6: <input type="text" value="^^"/>
ACCT2: <input type="text" value="97^2003^0100^2001^^"/>	ACCT7: <input type="text" value="^^028113^"/>
ACCT3: <input type="text" value="35^5501^^^"/>	ACCT8: <input type="text" value="^^"/>
ACCT4: <input type="text" value="04WH01^^"/>	ACCT9: <input type="text" value="^"/>
ACCT5: <input type="text" value="^^2172^"/>	ACCT10: <input type="text" value="^^03GENERAL"/>

4. From the **Create Budget** screen, select **Copy an Existing LOA to this Budget**. This will display the **Accounting Codes** screen (screen ID 1077.2).

5. From screen ID 1077.2, select **Copy** next to the current year's 04 LOA label. This will display the **Copy Accounting Elements** screen (screen ID 1076.3).

Accounting Code List - Microsoft Internet Explorer

Logged In As: Mary Zarconia
Traveler Name: Mary Zarconia
Current Mode: Budget
Screen ID: 1077.2
[Close Window](#)
[Help for this screen](#)

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Budget Availability Reports Fiscal Year Setup

Accounting Codes

Select an existing LOA to use with the new budget.

Organization: HPWO2
Budget: HQ Crossover

Copy	Organization	LOA Label	LOA Accounting Code Elements
> copy	HPWO2	03 Crossover	667100^57^3^3400^30^78^88^231013^01^0409^667100^1Z^51M20001^
> copy	HPWO2	03 DEMO	222222^12^2003^9875^5^5^W5^3456^T3RUYT^SH^47^TUY^345688^6TU^7567^689TRY^
> copy	HPWO2	03DEMO	034030^21^2003^2020^2^57^3106^1^37569.BF^CA200^Q5UP^26FB^AB22^WORNAA^034030^G12597^
> copy	HPWO2	03GENERAL	028113^97^2003^0100^2001^35^5501^04WH31^21T2^028113^03GENERAL^
> copy	HPWO2	03TRAINING	034030^21^2003^2020^2^57^3106^1^37579.BD^CA200^Q5UP^26FB^AB22^WORNAA^034030^G12597^
> copy	HPWO2	04 Crossover	667100^57^4^3400^30^4^78^88^231013^01^0409^667100^1Z^51M20001^
> copy	HPWO2	OGC Test	2165654^456546546^674796^
> copy	HPWO2	WILD	12345^6543^T^23456^CP^000^000^
> copy	HPWO2	WILD1	12345^6543^T1^23456^PB^000^000^

Return

Select "copy" from the applicable LOA you need to carry-over

6. DTS displays *all* the data elements for the LOA selected (screen 1076.3). If you do not require all the data elements, de-select them to remove the check marks; then click the **Copy** button, which will save the data and return you to the **Create Budget Item** screen.

Accounting Summary Report - Microsoft Internet Explorer

Logged In As: Mary Zarconia
Traveler Name: Mary Zarconia
Current Mode: Budget
Screen ID: 1076.3
Close Window
Help for this screen

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Budget Availability Reports Fiscal Year Setup

Copy Accounting Elements

Copy the following elements to the current budget item. Uncheck the elements that don't apply.

Accounting Code Elements

<input checked="" type="checkbox"/> ACCT1: 028113^	<input checked="" type="checkbox"/> ACCT6: ^^
<input checked="" type="checkbox"/> ACCT2: 97^2003^0100^2001^^	<input checked="" type="checkbox"/> ACCT7: ^^028113^
<input checked="" type="checkbox"/> ACCT3: 35^5501^^	<input checked="" type="checkbox"/> ACCT8: ^^
<input checked="" type="checkbox"/> ACCT4: 04WH31^^	<input checked="" type="checkbox"/> ACCT9: ^
<input checked="" type="checkbox"/> ACCT5: ^^21T2^	<input checked="" type="checkbox"/> ACCT10: ^^03GENERAL

Return Copy

Proceed to the following page: Budget Continue

7. In the **Create Budget Item** screen, input quarterly target amounts that are sufficient for processing all DTS travel documents affected by the fiscal year rollover; then click the **Save** button.

Create Budget Item - Microsoft Internet Explorer

Select an organization and enter a name for the new budget.

Organization: HPW02
Budget: HQ Crossover

Enter amounts budgeted for each quarter.

Amount Budgeted for Each Quarter

	Total Amount	Adjustment	Obligated	Available
First:	10,000	0	0	0
Second:	0	0	0	0
Third:	0	0	0	0
Fourth:	0	0	0	0
Total:	0			0

DTS budgets are adjusted by expenses and Accounting (LOA) to use for this budget.

LOA Accounting Code Elements

☒ Copy an existing LOA to this budget

to select an existing Line of

ACCT1: 028113^	ACCT6: ^^
ACCT2: 97^2003^0100^2001^^	ACCT7: ^^028113^
ACCT3: 35^5501^^	ACCT8: ^^
ACCT4: 04WH31^^	ACCT9: ^
ACCT5: ^^21T2^	ACCT10: ^^03GENERAL

Close Save

8. Repeat this process for all LOAs used to fund DTS travel documents that crossed the fiscal year. The following shows what the next fiscal year budgets may look like, showing the “current” fiscal year (FY04) Budget Item.

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Northrop Grumman

File Edit View Favorites Tools Help

Logged In As: [Apollo Thompson](#) Screen ID: 1135.1 [Close Window](#)
 Traveler Name: [Apollo Thompson](#) Current Mode: Budget [Help for this screen](#)

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Budget Availability Reports Fiscal Year Setup

Budget

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Fiscal Year (YYYY): ← Example of FY 05 Tracking Budget Item for FY 04 funds
 Organization:

Edit	Remove	Organization	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
edit	remove	F-SABRE	04 King	1,000	0	0	0	1,000
edit	remove	F-SABRE	05 KING	20,000	20,000	20,000	20,000	80,000
edit	remove	F-SABRE	05 LisaTest	0	0	0	0	0
edit	remove	F-SABRE	05 LisaTestcopy	0	0	0	0	0
edit	remove	F-SABRE	05 SABRELOA2	0	0	0	0	0
edit	remove	F-SABREHDL_Org1	05 FULLBUD	0	0	0	0	0

Proceed to the following page: